



Precise Plan Checklist

The Precise Plan approval is required when a proposed development or use is listed in a particular zoning district as an allowed use. However, it is determined that the proposed project, or the establishment of a use, is not eligible for a categorical exemption pursuant to Public Resources Code §21084 and the California Environmental Quality Act (CEQA). A precise plan inform neighbors, intersected parties, and officials of potential environment effects of a proposed project and identifies ways potential effects may be reduced or avoided.

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, General Plan and zoning requirements along with any potential development issues.

Application Intake Meeting: All applications **require** a submittal meeting with a staff planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

APPLICATION CHECKLIST:

- Completed Application Form & Fees: Property owner must complete and sign form. Fee must be paid upon submittal. Contact the City of Atascadero at (805) 461-5000 for current fee.
- Digital Submittal of Complete Plan Set.
- Complete Plan Set: Four (4) full-sized (ARCH D 24"x36") copies of all plans to be provided along with a ledger size (11"x17") reduced set. Each full-sized plan set to be stapled and folded to 9" x 12" size. Rolled plans will not be accepted. Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan sets shall include the following:
 - Title Sheet/ Statistics Summary: To include sheet index, project location/vicinity map showing ½ mile radius, gross site area, square footage tabulations for each building and use, code-required parking tabulation, unit count (residential), open space calculation, other significant data in support of project.
 - Site Plan: Location, property boundaries and dimensions, existing buildings, fences, trees, topography, easements & right-of-ways, and all proposed improvements including surface materials, drainage, landscaping, lighting, parking, trash/recycle enclosures, street & sidewalks, and utilities. Identify adjacent uses. Identify all native trees whose driplines are within 20 feet of proposed construction activity.
 - Architectural Elevations: Show all sides of proposed buildings and existing buildings to remain, dimensions of maximum height of building from natural grade, signs (include dimensions, colors and materials), and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. Optional colored renderings may be submitted for more complex projects where such elements are integral to the aesthetic design.
 - Plan Sections: Two or more plan sections (two different axis) are required to illustrate relationships between buildings, streets, parking, slopes, and other areas of improvement.
 - Preliminary Floor Plans: Include interior building layouts, square footages of rooms, entrances and emergency exits, and relationships to exterior use areas. Clearly label each room use and clearly differentiate between existing and new building elements.
 - Grading & Drainage Plan: Required if an excess of 50 cubic yards of soil is to be graded.
- Tree Protection Plan: Required for any disturbance within 20-feet of any native tree dripline. The plan must be prepared by an International Society of Arboriculture Certified Arborist and shall be included on the project site plan (24x36). The plan shall identify native trees with accurate plots of canopy outlines; contain a table listing tree species and size, whether saved or to be removed, and protection/enhancement measures (required by the Atascadero Tree Ordinance) for each individual tree. All deciduous native trees 2 inches in diameter and evergreen native trees 4 inches in diameter or greater, where the outer perimeter of the canopy drip line is within 20 feet of proposed construction activity, are under the jurisdiction of the Atascadero Native Tree Ordinance.

- Preliminary Title Report: Shall be current within six months. In locations where proposed use is within an existing tenant space written landlord approval may be substituted for a title report.
- Additional Information: Any additional information or reports that you believe may be required to expedite the staff review including environmental review & analysis (e.g. noise study, soil study, encroachment permits, well abandonment permits, landscape plans, etc.)
- Electronic PDF copy of all plans and supporting documents

CEQA environmental document filing fees will be due upon completion of the environmental document, prior to filing with San Luis Obispo County Clerk-Recorder's Office. To see current fees for filing a Negative Declaration or Mitigated Negative Declaration please visit the California Department of Fish and Wildlife's website [HERE](#).